



Administrative Assistant 2

Tennessee Department of Treasury

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Job Overview:

The position is responsible for performing claims processing tasks related to the evaluation and disposition of claims filed with the division for payment of forensic sexual assault medical examination expenses in accordance with statutory requirements.

Key Responsibilities:

- Handles claims assigned by the supervisor to determine eligibility in accordance with the Criminal Injuries Compensation Act.
- Evaluates claims, supporting documentation (e.g., medical bills, treatment notes, etc.) and processes payment for eligible bills within specified time allowed.
- Continually monitors progress of claims, deadline of claims, and evaluates documentation based on statutory and procedural criteria to make recommendations.
- Communicates written and verbal requests for information from medical providers, victim service providers, and etc.

Qualifications:

- Graduation from an accredited two-year college or technical school with an associate's degree in a related field.

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